



Fiscal Years 2016 to 2018

Request for Grant Proposals

Guidelines for the Online Application Process

Funding will be available through the Alexandria Fund for Human Services.

The goal of the Alexandria Fund for Human Services (AFHS) is to support human service programs vital to meeting the needs of the Alexandria community with broadly defined service priorities for young children, youth, families, immigrants, seniors and persons with disabilities. The Fund priorities help to ensure that the City's most vulnerable residents will be served.

The Alexandria City Council appropriates funds for AFHS through its annual budget process. The City will appoint review panels to evaluate proposals and make funding selections. The FY 2015 allocation for the AFHS is \$1,996,430.

This proposal process will award funding for three years, for the period July 1, 2015 – June 30, 2018. Organizations may submit joint proposals with other organizations. Potential grantees must submit proposals using the **Alexandria Fund for Human Services Online Application**. Applications will only be accepted through the online process. The online application may be found at: <http://survey.alexandriava.gov/s3/FundForHumanServices>. The application guidelines are posted at: www.alexandriava.gov.

The submission deadline for proposals seeking funding for FY 2016 – FY 2018 is **March 3, 2015 by 11:59 p.m.** All proposals must be transmitted electronically using the online application. Proposals **may not** be delivered in person, by U. S. Postal Service, courier, email or facsimile. Successful applicants will be notified by May 31, 2015.

A **pre-proposal conference** will be held on **Thursday, February 5, 2015, at 1 p.m.**, at the Department of Community and Human Services, 2525 Mt. Vernon Avenue, Alexandria, Virginia, 22301. This session will review the AFHS grant application and offer potential applicants an opportunity to preview the new online application and ask questions about any aspect of the Request for Grant Proposals process. Attendance at the pre-proposal conference is strongly encouraged, particularly for first-time applicants. This will be the only session held. Advance registration is required so that adequate materials will be available. **To register, please call 703.746.5970 or TTY/ TDD 703.836.1493 by Tuesday, February 3, 2015 at 5 p.m.**

Interested parties may access the AFHS Request for Grant Proposals Online Application with the required forms and a copy of these Guidelines from the City's website, www.alexandriava.gov. Hard copies of the proposal guidelines are available from the Department of Community and Human Services (DCHS) by calling one of the telephone numbers below. Consultation on the AFHS Guidelines is available prior to the submission deadline. Questions pertaining to AFHS Guidelines or the new online application should be referred to:

Ronald Frazier, Director,
Office of Youth Services
Department of Community and Human Services
ron.frazier@alexandriava.gov
703.746.5967

Carol Farrell, Director
Early Childhood Division
Department of Community and Human Services
carol.farrell@alexandriava.gov
703.746.5927

Debbie Brown Anderson, Contracts and Grants Coordinator
Department of Community and Human Services
debbie.anderson@alexandriava.gov
703.746.5664

The City of Alexandria is committed to compliance with the Americans with Disabilities Act. To request an alternative format, please call the DCHS, Early Childhood Division at 703.746.5437 or the Office of Youth Services at 703.746.5970.

Purpose

The City of Alexandria is seeking proposals from nonprofit organizations to provide a range of human services that fall within the grant priorities to Alexandrians birth through adulthood (including seniors), persons with disabilities, and families. Organizations applying for funding may be based either in the City of Alexandria or in other jurisdictions, but **funding made available through this grant opportunity can only be used to provide services to Alexandria residents.**

Grant Priorities

In December 2013, the Alexandria City Council adopted reforms to the Alexandria Fund for Human Services to ensure the alignment of grant priorities with the goals and indicators of the City's Strategic Plan and other approved strategic plans. On December 13, 2014, the City Council approved the alignment of AFHS grant priorities with established City priorities, including the City Council Strategic Plan, the City Manager's Performance Plan, other City Council approved plans (e.g., the Aging Master Plan, Housing Master Plan and the Children and Youth Master Plan), and community indicators and measures. The Council approved five outcomes, which were developed based on a review of the aforementioned plans. Grant awards will be made to organization's whose proposals successfully address one or more of the following five outcomes:

1. Children and youth are school and career ready.
2. Children and youth are socially connected, emotionally secure and culturally competent.
3. Individuals, families and seniors are economically secure.
4. Individuals, families and seniors have access to health and mental health resources.

5. Individuals, families and seniors are assisted in preventing and remedying crises.

The outcome and goal statements and samples of related performance indicators are enclosed as Attachments 1 and 2. For a crosswalk of how the outcomes align with the City Council's Strategic Plan and other plans which identify City priorities, see Attachment 3. Grants will be awarded to organizations that are best able to demonstrate that their programs/services are aligned with and will impact one or more of the outcomes.

Requirements

Any organization, public or private, for-profit or non-profit 501(c)(3), is eligible to apply for AFHS funding for Outcomes 1 and 2. Only private non-profit 501(c)(3) organizations are eligible to apply for AFHS funding for Outcomes 3, 4 and 5.

Successful proposals will be subject to negotiation as a condition of the award. Areas of negotiation may include: adjustments to proposed budget requests and levels of service; assurance statements to address specific state and federal requirements and compliance with all applicable federal, state and city regulations and ordinances; or changes to comply with outcome measures and reporting requirements.

PROPOSAL GUIDELINES

ONLINE PROPOSAL FORMAT

Proposals will only be accepted through the **Alexandria Fund for Human Services Online Application**, which may be found at: <http://survey.alexandriava.gov/s3/FundForHumanServices>.

NOTE: To save time and minimize errors, applicants are urged to thoroughly review the following grant guidelines and the online application before beginning. The combined responses for the proposal narrative should not exceed the equivalent of ten (10), single sided, 8 ½ by 11 inch pages, and should be in a 12 point font size, legible typeface. It is recommended that applicants compose responses using a word processing program and cut and paste the text into the online application form. Any pages beyond the 10 will not be reviewed.

To save and continue working on the application at another time, click the *Save and Continue Later* banner that appears beginning at the top of the second page of the application. This banner will allow you to save data entered on the previous pages. You will be asked to supply an email address to save your progress. A unique link will be emailed to you that will allow you to return to your application.

All proposals must comply with the requirements below.

A. Application Cover Sheet

For each submission, identify the specific grant outcome priority for which you are applying.

Identify whether the proposal is: (1) a **new** proposal (not previously funded); or (2) an **established** proposal, (programs currently receiving funding or previously funded through the AFHS). Provide a history of the program, including how it was developed. For new programs, identify how the concept for the project was developed, including how the need for services was identified, and describe the start-up efforts to begin the project.

For joint applications only, select the Joint Application option, and identify the lead organization and partnering organizations. Complete the subsequent section *Applicant Information* for the lead organization only!

Applicant Information - In the designated spaces, provide the following:

- Organization Name;
 - Program Title; Address;
 - Organization's Fax Number;
 - Executive Director's Name, Telephone Number, Email Address, Fax Number;
 - Contact Person's Name, Telephone Number, Email Address, and Fax Number.
- Excluding in-kind contributions, list the organization's total budget income for FY 2016 and the grant amount requested to support the proposal for FY 2016.
 - Grant Amount Requested – total amount being requested from the Alexandria Fund for Human Services.
 - Geographic Area(s) within the City Being Served.
 - Population(s) Being Addressed (e.g., age, income, gender, special needs, family structure).
 - Grant Priority(ies) Being Addressed - Define the human service or need(s) that the proposal addresses. Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population to be served and the AFHS funding priorities.
 - Program Description – Briefly describe the program or services to be provided, including the number of individuals/families served, amount of service, setting/location for service.
 - Date Approved by Agency Board of Directors.

B. Outcomes Expected to be Achieved Form

Complete one Outcomes Expected to be Achieved form for each program goal. Program goals may have several activities. For each activity, enter the number of clients, expected outcome, activity indicator and measurement tool (evaluation method).

C. Budget and Revenues Forms

Complete the required Budget and Revenues Form. Enter the amount of funding being requested from the Fund for FY 2016. For existing programs, provide information regarding the actual amount of revenues, from all sources, that were provided for your project in FY 2014 and current revenues being provided for FY 2015. Additionally, enter similar information on expenditures.

D. Proposal Narrative

Grant Priorities

Define the human service need(s) that the proposal will address. Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population to be served, and the Alexandria Fund for Human Services program priorities.

Program Description

Provide a brief history of the program, including how it was developed and how it served Alexandrians. For new programs, identify how the concept for the project was developed and describe the start-up efforts.

Provide a narrative with an overall program description, including the following:

- Table of Contents;

- Program title;
- Population to be served (e.g., age, income, gender, special needs, family structure);
- Number of persons to be served, including the specific number of Alexandrians to be served;
- Services to be provided and/or program components and activities;
- Limitations on service or restrictions (e.g., only available in English; state licensure is required for provision of services; special accommodations are required for full participation by persons with disabilities);
- Geographic area(s) being served;
- Hours and days of operation; and
- Eligibility for services, including how the program will verify the eligibility; provide information regarding the specific program approaches to meeting the needs of individuals; and the degree to which they are responsive to the significant problems or concerns in the community.

Planned Outcomes, Performance Measurement and Evaluation Plan

Describe the specific, clear and measurable results that will be achieved as a result of the proposed program or service. Provide data on client services (numbers served, cost per client served and cost per successful client outcome) as well as key demographic and workload indicators.

Complete the required “Outcomes Expected to be Achieved” worksheet (Form 2) for each program goal. In addition, provide a time line for the proposed project (covering a one year period) showing key tasks, projected accomplishments and expected milestones for the proposed project.

Describe the assessment methods/strategies that will be used to evaluate the program (records, surveys, interviews, pre and post-tests, community feedback) and the anticipated outcomes. The Evaluation Plan should include methods to identify key success factors as well as any barriers to effectiveness. Provide examples of the program evaluation process/measurement tools to be used to determine the effectiveness and impact of the proposal.

Program Budget Justification

Complete the Budget and Revenues form. In a brief narrative based on the information provided on the form, describe the funding and other resources, including volunteer support, donations and in-kind contributions that will be available to the proposed program. Identify future potential for additional funding and support opportunities from other non-City sources. Indicate the total funding applied for from other funding sources, if applicable. For projects that were previously funded, if the requested amount represents an increase over the previously awarded amount, provide an explanation for the increase.

Identify administrative costs and the percentage of the total grant request to be used for these costs. Only administrative costs directly related to the proposal are to be included within the request. A proportionate share of audit expenses is allowable.

Identify the staff needed to accomplish program and job responsibilities. Indicate the percentage of time spent on the proposed program. Identify all supervisory or overhead positions, providing percentage of time devoted to project management, oversight or administrative support functions. Relevant job descriptions related to the proposal are to be included and labeled as Attachment 2. For multiple agency/organization proposals, identify areas of shared costs or distribution of costs among participants in the budget narrative.

Funding Issues

Briefly address the effect of partial funding upon the proposal. Should the project be considered for partial funding, indicate the minimum acceptable level of funding and describe the impact to proposed outcomes. Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations

expected as a result of partial funding. Lastly, identify a plan for raising continuation funding if City funds are no longer available.

Qualifications of Organization(s)

Provide information on the following:

- Organization's mission;
- Brief history of organization, including history of serving the Alexandria community;
- Relevant related experience;
- Staff capabilities. If this is a multi- agency proposal, describe each organization and discuss the points cited above.

UPLOADING REQUESTED INFORMATION

The *Outcomes To Be Achieved* form, *Revenues and Expense* form, *Cooperative Relationships and Evidence of Support* and Required Attachments (*Attachment 1 – Audited Financial Statements; Attachment 2 – Job Descriptions; Attachment 3 – Organizational Background; Attachment 4 – Evidence of Non-profit Status; Attachment 5 – Evidence of NAEYC accreditation or VSQI rating*), require you to upload documents. Electronic file forms (e.g., PDF, Word, PNG, GIF, JPG, DOC, XLS, DOCX, XLSX) with a maximum file size of 10MB are acceptable. Each section will only accept one file.

Cooperative Relationships and Evidence of Support

Ten additional points will be provided to proposals submitted as joint applications between one or more agencies that demonstrate collaboration and cost sharing. Efforts should be made to link up with other programs that serve the same population. If applying as a joint applicant, clearly indicate this in the proposal *Application Cover Sheet*, indicating the lead applicant and all participating partners. Upload letters that document collaboration, partnerships, or cooperative efforts with other groups public organizations/agencies, schools, and/or civic organizations. Letters of collaboration or partnership must be provided for all joint applications, indicating the specific commitment of the partnering agencies/organizations.

E. Required Attachments

The following required attachments must be uploaded and included with the online application:

- *Audited Financial Statements* (Attachment 1) - the applicant organization must submit its most recent audited financial statements (i.e., June 30, 2014). If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures.
- *Job Descriptions* (Attachment 2) - attach job descriptions of any positions to be funded fully or partially through the Alexandria Fund for Human Services.
- *Organizational Background* (Attachment 3) - include a list of the names of the Board of Directors.
- *Evidence of Non-profit Status* (Attachment 4) - provide one or more of the following: copies of IRS Form 1099, copy of the current IRS determination letter indicating 501 (c)(3) and/or 509(a) tax exempt status, State Corporation Commission documentation, Articles of Incorporation or other documentation which identifies the organization's current or planned nonprofit status.
- *Evidence of National Association for the Education of Young Children (NAEYC) accreditation* and participation in the *Virginia Star Quality Initiative (VSQI)* (Attachment 5), **for child care applicants only.** Please upload readable copies only!

SELECTION CRITERIA

The City will appoint a Proposal Review Committee that will review each application and make selections. Applications must be complete and address all required components of RFGP. All proposals will be evaluated based on the following criteria.

Demonstration of Need (10 points)

- Describes the program focus and documentation of need of the proposed population to be served;
- Identifies how needs relate to the funding priorities selected for the proposed project.

Program Design (20 points)

- Shows clear and attainable program goals;
- Replicates evidence-based, science-based, or promising practice program models;
- Clearly describes a work plan for how the program will be implemented, including a realistic timeline;
- Shows a clear connection between program resources, program activities, outputs and desired outcomes for the program.

Outcomes/Evaluation (15 points)

- Uses the established format or guidelines;
- Documents how progress in achieving program outcomes will be determined;
- Documents how measurable changes in knowledge, attitude, behavior and conditions among program participants, etc. will be measured;
- Documents the number of persons served and the quality of services provided;
- Documents how progress in achieving the associated AFHS outcome goals will be determined.

Organizational Capacity (10 points)

- Identifies direct service, management and fiscal staff with appropriate skills, experience and/or credentials to administer an accountable and responsible project;
- Description of past experience in providing a similar service or project;
- Provides documentation of an appropriate fiscal management system;
- For early care and education programs only, accreditation through the National Association for the Education of Young Children and a rating through the Virginia Star Quality Initiative (VSQI) rating system.

Budget and Budget Justification (15 points)

- Clearly describes all costs for the project;
- Proposed budget is reasonable and demonstrates cost effective approach;
- Proposed budget includes additional resources that will support the project.

Support and Collaboration (5 points)

- Documents support and strategies for collaboration with other agencies where required;
- For established organizations, provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude (includes references).

Additional Points - Grant Priorities (30 points)

Extra points will be awarded to proposals:

- Offering innovative solutions to existing challenges that are backed by research or have been successful elsewhere **(5 points)**;
- Applying as joint applications of two or more agencies/organizations, combining similar services **(10 points)**;
- Providing a dollar-for-dollar match **(10 points)**;
- Demonstrated longstanding service to Alexandria residents (as defined by five years or more of continued service to Alexandria residents. **(5 points)**).

DEFINITION OF TERMS

To assist you in completing the attached format for the final report, we have included the following definitions of terms.

Goal: A broad statement generally describing a desired outcome for an agency and/or its programs. *For example, the Department of Transportation will help ensure the safe transportation of the motoring public.*

Indicator: A type of measurement that evaluates the state or success of a program or policy. Indicators can measure goals, activities, outcomes or outputs. A good indicator will be easily interpreted, be grounded in research, and will be collected in a timely manner.

Measurement Tool: This refers to the instrument or method used to determine the funded program/project's impact, outcomes or effectiveness. These include but are not limited to pre- and post-tests, user satisfaction surveys, and knowledge assessments.

Outcomes: The specific changes in program participants' behavior, knowledge, skills, status and level of functioning. For the purposes of this report, we will concentrate on the short-term outcomes attained by the program participants. Examples of outcome indicators are:

- Number and percent of adults who complete a career or job readiness, and/or employment service program.
- Number and percent of parents who read to their children.

Outputs: The direct products of program activities and may include types, levels and targets of services to be delivered by the program. They are the products that result from the activities. Through outputs we "count" what the program does. Examples are:

- Number of participants
- Frequency of classes
- Hours of tutoring
- Circulation, number of brochures distributed.

Service/Program Activities: These refer to what the program does with the resources or grant funds. Activities are the processes, tools, events, technology, and actions that are an intentional part of the program implementation. These interventions are used to bring about the intended program changes or results. They are the services provided by the program and can be thought of as the "verbs" of the program. They might

include:

- Training
- Tutoring

REPORTING REQUIREMENTS

Required Reports

Successful grant recipients are required to maintain program and financial records. Grantees also must submit program and financial reports as required by DCHS. The program reports will document progress, data and outcomes based on the proposed evaluation plan. Any proposed changes in the evaluation plan or proposed budget must be submitted to and approved by DCHS. Fiscal Year 2016 Interim and Final reports will be due January 31, 2016 and July 31, 2016, respectively. Submission dates for subsequent years during the grant period will be provided to grant recipients.

Evaluation

Grantees will be required to participate in the AFHS evaluation process. Participation includes: attending any trainings and workshops on the evaluation process; gathering and submitting data; participating in consultation meetings with staff; and hosting site visits, as required.

FUNDING PERIOD

The funding cycle will cover a three year period (July 1, 2015-June 30, 2018). Funding is contingent upon the appropriation of funding for the AFHS by the Alexandria City Council.

ONLINE APPLICATION SUBMISSION

All proposals, which must be transmitted electronically using the online application, are due **March 3, 2015**. Proposals may **not** be delivered in person, by U. S. Postal Services, courier, email nor facsimile. Successful applicants will be notified by May 29, 2015. For questions regarding the application process or to obtain additional information regarding the contact: Ronald Frazier at 703.746.5967; Carol Farrell at 703.746.5927; or Debbie Anderson.

Funded programs are required to be in compliance with the Americans with Disabilities Act and all applicable other federal, state and City regulations. Agencies may submit one or more proposals.

Attachment 1
Alexandria Fund for Human Services
FY 16-FY 18 Proposed Outcome Statements, Goals
& Performance Indicators

1. Outcome Statement - Children and youth are school and career ready.

- Goal 1 - Increased access to quality child care for low-income families
 - Sample indicator - Number of low-income children provided with quality child care
- Goal 2 - Strengthen families, improve birth and children's health and development outcomes through pre-natal to age three (3) programs
 - Sample indicator - Percent of families that show improvement after participating in a pre-natal to age three(3) program
- Goal 3 - Increased percentage of Kindergarten students who are measured as school ready
 - Sample indicator - Percent of students measured as school ready
- Goal 4 - Improved school attendance rates
 - Sample indicator - ACPS School Attendance Rates
- Goal 5 - Increased minority or at-risk youth high school graduation or GED completion rates
 - Sample indicator - Minority or at-risk youth high school graduation or GED completion rate
- Goal 6 - Increased awareness of, and participation in, post-secondary education opportunities
 - Sample indicator – Percent of program participants who are accepted into post-secondary education opportunities
- Goal 7 - Increased youth employment
 - Sample indicator – Percent of youth participants placed into jobs
- Goal 8 - Increased job readiness skills
 - Sample indicator – Percent of participants who demonstrated improvement in job readiness between the program pre-test and post-test
- Goal 9 - Increased parenting knowledge, skills and involvement
 - Sample indicator - Percent of parents who rated their knowledge skills and involvement as improved due to program participation

2. Children and youth are socially connected, emotionally secure, and culturally competent.

- Goal 1 - Increased access to and participation in quality out of school time programs
 - Sample indicator – Number of participants enrolled in quality after school time programs
- Goal 2 - Decreased gang incidences
 - Sample indicator - Number of gang incidents in Alexandria
- Goal 3 - Increased access and involvement in youth mentoring programs
 - Sample indicator - Percent of youth participating in mentoring programs
- Goal 4 - Increased number of youth who feel encouraged by an adult
 - Sample indicator - Percent of youth who feel encouraged as reported through the Developmental Asset Survey
- Goal 5 - Reduced occurrences of risky behaviors in adolescents, including substance use and abuse, risky sexual behavior and violence
 - Sample indicator - Percent of program participants who report not engaging in risky or violent behaviors during and six months after program participation
- Goal 6 - Decreased adolescent pregnancy rate

- Sample indicator - Adolescent pregnancy rate
- Goal 7 - Increased community and civic engagement by youth and families.
 - Sample indicator - Number of youth and families engaging in community and civic activities

3. Individuals, families, and seniors are economically secure.

- Goal 1 - Improved housing conditions
 - Sample indicator - Percent of homes that pass city standards after housing rehabilitation programs
- Goal 2 - Increased access to and participation to basic adult literacy and/or GED
 - Sample indicator - Number of adults who complete basic adult literacy and/or GED
 - Sample indicator – Percent of adults in program who improve literacy or obtain a GED
- Goal 3 - Increased access to, and participation in, career or job readiness, and/or employment services
 - Sample indicator - Number and percent of adults who complete a career or job readiness, and/or employment service program
- Goal 4 - Improve stability with housing, employment, education and/or asset building for Alexandria residents
 - Sample indicator - Percent of program participants who have stable housing for 90 days after participation
 - Sample indicator – Increase participation in employment programs

4. Individuals, families, and seniors have access to health and mental health resources.

- Goal 1 - Improved health behaviors
 - Sample indicator - Percent and number of program participants who exercise at least three times a week after program participation
 - Sample indicator – Percent and number of program participants who demonstrate improved dental hygiene practices
- Goal 2 - Decreased low weight births
 - Sample indicator - Percent of program participants who deliver a healthy weight child
- Goal 3 - Increased healthy births
 - Sample indicator - Percent and number of healthy births for program participants
- Goal 4 - Increased access to, and participation in, prevention and early intervention services
 - Sample indicator - Number of individuals using prevention and early intervention services
- Goal 5 - Increased number of uninsured/under-insured people accessing prevention and treatment for dental, mental health and physical health care
 - Sample indicator - Percent of clients who show improved health conditions following the program

5. Individuals, families, and seniors are assisted in preventing and remedying crises.

- Goal 1 - Decreased reports of child abuse and neglect as a result of parent training and support
 - Sample indicator - Number of child abuse and neglect reports for families receiving services
- Goal 2 - Decrease time spent in out-of-home placements for children in foster care
 - Sample indicator - Average time spent in out-of-home placements for children in foster care
- Goal 3 - Decreased number of individuals and families who are at-risk of homelessness
 - Sample indicator - Number of families who are at-risk of homelessness
- Goal 4 - Increased number of homeless individuals and families who are moved into permanent, permanent supportive or transitional housing
 - Sample indicator - Number of homeless persons moved into permanent, permanent supportive or transitional housing

- Goal 5 - Increased access to affordable and nutritious food
 - Sample indicator - Percent and number of families who have access to affordable and nutritious food
- Goal 6 - Decreased isolation and increased physical and emotional safety for individuals and families
 - Sample indicator - Percent of clients who feel less isolated after programming
- Goal 7 - Increased opportunities for moderate to low-income seniors and disabled adults to remain in affordable, local, community-based residential setting with necessary service supports
 - Sample indicator - Number of seniors able to remain in the local community because of programming
- Goal 8 - Decreased instances of financial exploitation and fraud among seniors and the disabled
 - Sample indicator - Number of financial exploitation and fraud among senior and disabled citizens
- Goal 9 – Protect vulnerable residents from unfair labor and housing practices
 - Sample indicator - Number of incidents of unfair labor and housing practices for vulnerable residents

Attachment 2
Alexandria Fund for Human Services
FY 16-FY 18 Proposed Outcome Statements, Goals
& Performance Indicators

Directions: Please align your program with a City outcome statement and a goal statement found below. You may select the sample indicator associated with your goal statement or develop a new indicator that better fits your specific program.

City Outcome 1: Children and youth are school and career ready	
Goal Statements	Sample Indicators
Increased access to quality child care for low-income families	Number of low-income children provided with quality child care
Strengthen families, improve birth and children's health and development outcomes through pre-natal to age three (3) programs	Percent of families that show improvement after participating in a pre-natal to age three (3) program
Increased percentage of Kindergarten students who are measured as school ready	Percent of students measured as school ready
Improved school attendance rates	ACPS School Attendance Rates
Increased minority or at-risk youth high school graduation or GED completion rates	Minority or at-risk youth high school graduation or GED completion rate
Increased awareness of, and participation in, post-secondary education opportunities	Percent of program participants who are accepted into post-secondary education opportunities
Increased youth employment	Percent of youth participants placed into jobs
Increased job readiness skills	Percent of participants who demonstrate improvement in job readiness skills between the program pre-test and post-test
Increased parenting knowledge, skills and involvement	Percent of parents who feel their knowledge and skills improved due to program participation

City Outcome 2: Children and youth are socially connected, emotionally secure, and culturally competent	
Goal Statements	Sample Indicators
Increased access to, and participation in, quality out of school time programs	Number of participants enrolled in quality after school time programs
Decreased gang incidences	Number of gang incidents in Alexandria
Increased access and involvement in youth mentoring programs	Number of youth participating in mentoring programs
Increased number of youth who feel encouraged by an adult	Percent of youth who feel encouraged as reported through the Developmental Asset Survey
Reduced occurrences of risky behaviors in adolescents, including substance use and abuse, risky sexual behavior, and violence	Percent of program participants who report not engaging in risky or violent behaviors during and six months after program participation
Decreased adolescent pregnancy rate	Adolescent pregnancy rate

Increased community and civic engagement by youth and families	Number of youth and families engaging in community and civic activities
--	---

City Outcome 3: Individuals, families, and seniors are economically secure

Goal Statements	Sample Indicators
Improved housing conditions	Percent of homes that pass city standards after housing rehabilitation programs
Increased access to, and participation in, basic adult literacy and/or GED classes	Percent of adults in program who improve literacy or obtain a GED
Increased access to, and participation in, career or job readiness, and/or employment services	Number and percent of adults who complete a career or job readiness, and/or employment service program
Improve stability with housing, employment, education and/or asset building for Alexandria residents	Percent of program participants who have stable housing for 90 days after participation

City Outcome 4: Individuals, families, and seniors have access to health and mental health resources

Goal Statements	Sample Indicators
Improved health behaviors	Percent and number of program participants who exercise at least three times a week after program participation
Decreased low weight births	Percent of program participants who deliver a healthy weight child
Increased healthy births	Percent and number of healthy births for program participants
Increased access to, and participation in, prevention and early intervention services	Number of individuals using prevention and early intervention services
Increased number of uninsured/under-insured people accessing prevention and treatment for dental, mental health, and physical health care	Percent of clients who show improved health conditions following the program

City Outcome 5: Individuals, families, and seniors are assisted in preventing and remedying crises

Goal Statements	Sample Indicators
Decreased reports of child abuse and neglect as a result of parent training and support	Number of child abuse and neglect reports for families receiving services
Decreased time spent in out-of-home placements for children in foster care	Average time spent in out-of-home placements for children in foster care
Decreased number of individuals and families who are at-risk of homelessness	Number of families who are at-risk of homelessness
Increased number of homeless individuals and families who are moved into permanent, permanent supportive, or transitional housing	Number of homeless persons moved into permanent, permanent supportive, or transitional housing
Increased access to affordable and nutritious food	Percent and number of families who have access to affordable and nutritious food
Decreased isolation and increased physical and emotional safety for individuals and families	Percent of clients who feel less isolated after programming

Increased opportunities for moderate to low-income seniors and disabled adults to remain in affordable, local, community-based residential setting with necessary service supports	Number of seniors able to remain in the local community because of programing
Decreased instances of financial exploitation and fraud among seniors and the disabled	Number of financial exploitation and fraud among senior and disabled citizens
Protect vulnerable residents from unfair labor and housing practices	Number of incidents of unfair labor and housing practices for vulnerable residents

Attachment 3

FY 16-18 AFHS Outcome Statements Alignment with City Endorsed Strategic Plans and Needs Assessments

The Plans and Needs Assessments below were reviewed in order to align with the AFHS outcomes statement goals and objectives with the respective documents

Plans/Needs Assessments	PROPOSED OUTCOME STATEMENTS				
	Children and youth are school and career ready	Children and youth are socially connected, emotionally secure and culturally competent	Individuals and families are economically secure	Individuals and families have access to health resources	Individuals and families are assisted in preventing and remedying crises
Alexandria Campaign on Adolescent Pregnancy Action Plan, 2014-2016	X	X	X	X	X
Alexandria City Council Strategic Plan, 2010-2015	X	X	X	X	X
Alexandria City Public Schools Strategic Plan, 2010-2015	X	X			X
Alexandria City Children and Youth Master Plan, 2014	X	X	X	X	
Alexandria City Manager's Performance Plan, 2014-2016	X	X	X	X	X
Alexandria Community Indicators, First Annual Report, 2013 (draft)			X	X	X
Alexandria Comprehensive Services for At-Risk Youth and Families-Assessment of Critical Service Gaps, 2013				X	X
Alexandria Coalition for Clean and Smoke Free Air Action Plan, 2011-2012				X	X
Alexandria Council of Human Service Organization Needs Assessment, 2008	X	X	X	X	X
Alexandria Department of Community and Human Services Plan, 2013-2015	X	X	X	X	X
Alexandria Department of Parks and Recreation Needs Assessment, 2013		X		X	
Alexandria Gang Prevention Community Task Force Strategic Plan, 2012	X	X			X
Alexandria Health Department Community Health Improvement Plan, 2014-2019 (draft)			X	X	X
Alexandria Housing Master Plan, 2012			X	X	X
Alexandria Redevelopment and Housing Authority Strategic Plan, 2012			X		X
Alexandria Strategic Plan on Aging, 2013-2017			X	X	X
Recommendations for an Action Plan on Childhood Obesity, 2014-2016				X	X
Strategic Plan to Prevent and End Homelessness in the City of Alexandria, Virginia, 2014-2020			X	X	X
Substance Abuse Prevention Coalition of Alexandria Plan, 2013-2014		X		X	X

NOTES

NOTES

NOTES



Alexandria Department of Community and Human Services

1900 N. Beauregard Street, Suite 300
Alexandria, Virginia 22311